Council Tax Reduction Scheme

Requirements

- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required refer to our guidance showing how to [password protect data (PDF document)](#)

- Data submitted should meet this data specification i.e. include all field names

- Data should only be submitted via the upload facility within the web application

- Only current/live accounts where Council Tax Reduction is being applied should be extracted

Field	Data Format	Comments
Account Reference	Character	CTRS may be administered within the revenue and benefits system or a stand-alone system.
Unique property reference number (UPRN)	Character	A Unique Property Reference Number (UPRN) should be included even if it is only partially populated. Each UPRN should be unique.
Claimant Title	Character	
Claimant Surname	Character	
Claimant Forename	Character	
Claimant Middle name or middle initial	Character	
Claimant National Insurance Number		
Claimant Date of Birth	Date	
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Council Tax Reduction start date	Date	
Council Tax Reduction expiry date	Date	

Field	Data Format	Comments
Council Tax band	Character	A to H (A to I in Wales)
Council Tax amount	Numeric	Weekly amount
Amount of Council Tax Reduction (not including any other discounts or exemptions)	Numeric	Weekly amount
Claimant Income from Earnings	Numeric	Weekly income from earnings
Claimant Capital/Savings declared	Numeric	Total amount declared
Claimant Occupational Pension income	Numeric	Weekly occupational pension income
Claimant Pension Credit Savings Credit income	Numeric	Weekly income
Claimant Pension Credit Guaranteed Credit income	Numeric	Weekly income where available (otherwise include flag in field below)
Claimant Pension Credit Guaranteed Credit income Flag	Character	Yes or No
Claimant Income Support income	Numeric	Weekly income where available (otherwise include flag in field below)
Claimant Income Support income Flag	Character	Yes or No
Claimant Job Seekers Allowance income	Numeric	Weekly income where available (otherwise include flag in field below)
Claimant Job Seekers Allowance income Flag	Character	Yes or No
Claimant Employment Support Allowance (ESA) income	Numeric	Weekly income where available (otherwise include flag in field below)
Claimant Employment Support Allowance (ESA) income Flag	Character	Yes or No
Claimant Student Flag	Character	Yes, No, Unknown
Partner Title	Character	
Partner surname	Character	
Partner Forename	Character	
Partner Middle Name	Character	
Partner Data of Birth	Date	
Partner National Insurance Number	Character	

Field	Data Format	Comments
Partner Income from earnings	Numeric	Weekly income from earnings
Partner Occupational Pension	Numeric	Weekly occupational pension income